

AFFIRMATIVE ACTION –

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

TO: ALL EMPLOYEES AND PROSPECTIVE EMPLOYEES

As an EQUAL OPPORTUNITY EMPLOYER, it is the policy of Signature Technologies, Inc., Dayton, Ohio to:

RECRUIT, HIRE, TRAIN AND PROMOTE persons for all job classifications without regard to race, color, national origin, religion (creed), sex, age or military veteran status;

MAKE EMPLOYMENT AND PROMOTION DECISIONS in accordance with the Company's Affirmative Action Program, which is a planned management program to further the principle of equal employment opportunity;

INSURE THAT PERSONNEL ACTIONS affecting terms and conditions of employment such as layoff or termination, return from layoff, transfer, compensation, benefits, company-sponsored training, education, tuition assistance and social programs are administered without regard to race, color, national origin, religious affiliation, sex, age, handicap or military veteran status;

PROVIDE A WORKING ENVIRONMENT that will be free of sexual harassment and harassment on the basis of national origin;

ADVISE ALL PROSPECTIVE EMPLOYEES of Signature Technologies, Inc., the Company has a long-standing Affirmative Action Program intended to assure that there will be no discrimination on the basis of race, religion, color, sex, age, handicap, national origin or military veteran status;

In furtherance of this policy, Signature Technologies, Inc. engages in a continuous review of its Affirmative Action Program and its Personnel Policies and Procedures to ensure that they conform with the spirit as well as the legal requirements of equal employment opportunity. In the capacity as Affirmative Action Officer for the Company, Danielle Sheldon is responsible for assuring the Company's performance under this policy, permitting no unjustifiable distinctions in employment based on race, color, national origin, religion, sex, age, handicap or military veteran status.

Elie Geva
President and CEO
SIGNATURE TECHNOLOGIES, INC.

AFFIRMATIVE ACTION –

REAFFIRMATION OF EEO POLICY

Introduction

Signature Technologies, Inc. is an affirmative action employer committed to equal employment opportunity. In the furtherance of the Company's commitment, the Affirmative Action Program sets forth the policy of Signature Technologies, Inc. with regard to equal employment opportunity and the procedure to be utilized in implementing this policy.

Signature Technologies, Inc. (hereinafter referred to as the Company) has developed its Affirmative Action Program to include elements contained in Executive Orders 11246 and 11375, Section 402 of the Vietnam Veterans Era Readjustment Act, Section 503 of the Rehabilitation Act (handicapped individuals), and Revised Order No. 4 as outlined by the Office of Federal Contract Compliance Programs. The Affirmative Action Program is aimed at providing guidance and assurance for full implementation of the Company's Equal Employment Opportunity Policy Statement.

Recognizing its duty to continually provide equal employment opportunity to all qualified persons, the Company reaffirms its commitment that there shall be no discrimination against applicants or employees because of race, religion, color, sex, age, national origin, handicap or military veteran status in any matters of employment, upgrading, promotion, transfer, education assistance, layoff, termination, recall, social activities, pay rates, training selection, recruitment and recruitment advertising. Equal consideration for employment is given to individuals with mental or physical handicaps regarding any position for which those individuals may be qualified.

Execution of Program

The Affirmative Action Program is operated, disseminated, and implemented under the following rules:

- Recruit, hire, and promote employees without regard to race, color, religion, sex, age, national origin, handicap, or previous military service.
- Base decisions on employment so as to further the principle of equal employment opportunity.
- Insure that promotion decisions are in accordance with principles of equal employment opportunities.
- Insure that all other personnel actions such as compensation, benefits, transfer, layoff, return from layoff, Company-sponsored training, education, tuition assistance, and recreational programs will be administered without regard to race, creed, color, sex, age, national origin, handicap, or military veteran status.

Recruiting, Training, Placement, Transfer, Promotion

To accomplish long-range objectives of equal opportunity employment, the Company continues to insure that job opportunities of all kinds are called to the specific attention of minority group communities and women.

Relative to hiring, qualified members and trainable members of minority groups and women are offered positions on the same basis as all other applicants.

In connection with placement practices, transfer, and promotion, officers and department heads will take the following action:

- Encourage supervisors to utilize minority group employees and women through the whole spectrum of available positions, including positions where they had not been previously employed.
- Insure minority group employees and women equal consideration for promotional opportunities through use of the Company's job posting system.

All training programs supported or sponsored by the Company will continue to be equally open to minority group employees and women on the basis of qualifications.

Compensation

All employees, including minority groups employees and women, will receive compensation in accordance with the same standards. Opportunities for performing overtime work or otherwise earning increased compensation will be afforded to all qualified employees without discrimination based on race, religion, color, sex, age, national origin, handicap, or military service status.

General Commitment

The Company will continue to cooperate with minority groups and women in the specific commitments mentioned here as well as all other areas of employer-employee relationship.

Elie Geva
President, CEO
SIGNATURE TECHNOLOGIES, INC.

AFFIRMATIVE ACTION –

EEO IMPLEMENTATION RESPONSIBILITY

Elie Geva, President and CEO of Signature Technologies, Inc., has appointed Danielle Sheldon as Human Resource and Compliance Officer responsible for the Company's Affirmative Action Program and responsible for monitoring equal implementation and overall compliance with governing regulations. All management and supervisory personnel have been instructed to support and cooperate with Ms. Seals.

The Company is committed to identify and analyze all areas of employment and to achieve compliance with the mandates of the applicable regulations.

As Human Resource Officer, Danielle Sheldon is charged with direct responsibility to monitor all equal employment opportunity activity throughout the Company and to assure attainment of the Company's stated objectives to fully comply with the policy of nondiscrimination in employment, Executive Orders 11246 and 11375, and other applicable directives.

The Human Resource Officer responsible for affirmative action serves as liaison between the Company's management staff and its employees and between minority and women's organizations to implement the Affirmative Action Program. This officer has the responsibility to:

- Design and implement the Company's Affirmative Action Program as well as an informative audit and control system to track AAP progress.
- Analyze the Company's EEO position and inform all necessary personnel of progress via regular reports.
- Ensure that a good faith effort is being made by line management in support of AAP goal attainment.
- Assist management in solving any problems which may arise.

AFFIRMATIVE ACTION –

FORMAL DISSEMINATION OF EEO POLICY

In order to effectively communicate and interpret Signature Technologies, Inc. Equal Employment Opportunity Policy Statement, all levels of management and supervision and other employees, recruiting sources, community agencies, and the public generally are included in the Company's position on equal employment opportunities.

Internal Dissemination

The EEO policy is made known to all employees through several mediums:

- The Equal Employment Opportunity Policy Statement is posted on the bulletin board in the Company facilities, including the area where applicants are interviewed.
- Publications such as the Employee Handbook and the Personnel Policies Manual include the Company's EEO policy. In addition, it will also be referenced in news stories for the in-house newspaper when appropriate.
- Promotions of minority and female employees are published in the in-house newspaper.
- An affirmative action accountability training program for managers and supervisors (Jagerson Associates, Inc., A-3) is used as part of the supervisory training program to develop affirmative action awareness.
- During the orientation for new employees emphasis is placed on the Company's EEO policy and day-to-day implementation for full utilization of talents and merit advancement. The A-2 program by Jagerson Associates, Inc. is used as a reference for employee orientation.
- Minority employees are pictured with non-minority employees in Company advertising.

The responsibilities of the Compliance Officer include monitoring the equal employment policies of the Company to insure full compliance with the applicable laws.

The management officer responsible for each branch or department will have the responsibility of assuring full compliance with the provisions of Executive Orders 11246 and 11375 and other applicable directives at their assigned location, and for carrying out the Company's Affirmative Action Program as it relates to that particular location. Moreover, the effectiveness of the management officer in carrying out the responsibilities of the Company's Affirmative Action Program will be considered in the manager's overall performance.

External Dissemination

These guidelines have been established for policy dissemination to the community.

- All "help wanted" ads include the EEO clause "An Equal Opportunity Employer."
- Employment and recruiting sources where jobs are listed by the Company will be reminded annually that the Company is an equal opportunity employer. These sources include:
 - a. NationJob
 - b. Crown Personnel
 - c. Olsten Temporary Service
 - d. Patterson Cooperative High School
 - e. Sinclair Community College
 - f. University of Dayton
 - g. Wright State University
 - h. Dayton Daily News
 - i. Central State University
 - j. Wilberforce University
 - k. Miami Valley Career Technical Center
- In consumer advertising, both minority and non-minority men and women are pictured.
- The EEO clause has been added to purchase orders.

Goals for Future Dissemination

- Continue conducting Affirmative Action Program seminars with supervisors for greater awareness of their responsibility in communicating and implementing affirmative action.
- Continue to include the Company's EEO Policy Statement in the Personnel Policies Manual and Employee Handbook as they are updated.